

USDA-APHIS Justification for Non-Competitive Federal Assistance		INSTRUCTIONS: Prepare in triplicate. Send the original to your Departmental Officer (Regional Directors: Directors of <i>NPPS</i> : Director and Assistant Deputy Administrator. AHP) Send one copy to the Budget and Accounting Division, retain one copy for your files.	
RECOMMENDATION (negotiate only with the following)			
For (description of supply or service)		AGREEMENT/GRANT NO.	ESTIMATED COST
Before requesting this non-competitive Federal Assistance, the following factors were considered and the following responses and narrative justification are provided to support this request. For each item, "X" one column only indicating yes or no. Provide narrative responses for all "Yes" answers and attach to this form. Cite item number.			YES NO
1.	Is the item a patented, copyrighted or licensed item? If so, how is this material to your justification?		
2.	Does the applicant have a capability which is important to the specific effort and one that makes him clearly more desirable than another firm in the same general field? Explain.		
3.	Does the applicant possess prior experience, of a highly specialized nature, not possessed by others, which is vital to the proposed effort? How was this determined? Describe specialized experience.		
4.	Does the proposed applicant have personnel considered predominant experts in the particular field? In what respect? How was this determined?		
5.	Does the applicant have facilities and test equipment which are specialized and vital to the effort? Describe.		
6.	Does the applicant have a substantial investment of some kind which would have to be duplicated at Government expense by another firm entering the field? Explain.		
7.	If schedules are involved and are critical, can the selected applicant best meet them? Explain.		
8.	If lack of drawings or specifications are guiding factors, is the proposed applicant best able to perform under these conditions? Explain.		
9.	Is the effort a continuation of a previous effort performed by the proposed applicant? Explain.		
10.	Are there any unique factors to be considered? Describe.		
11.	Has this item or service been awarded previously? If so, what prior steps were taken to make this assistance award a competitive one?		
12.	Does this request represent an acceptance of an unsolicited proposal? If affirmative, how was proprietary information treated? What factors preclude competitive solicitations for same or similar results?		
13.	WHAT STEPS ARE TO BE TAKEN (data, tooling, etc.) IN THIS AWARD TO INSURE THAT THE NEXT ASSISTANCE AWARD (if any) WILL BE PLACED ON A COMPETITIVE BASIS.		
14. CERTIFICATION <i>I hereby certify that to the best of my knowledge, no other item/service will reasonably substitute for the requested item or service.</i>			
NAME AND TITLE OF REQUISITIONER (type or print)		SIGNATURE	DATE SIGNED
<input type="checkbox"/> CONCUR <input type="checkbox"/> DO NOT CONCUR	NAME AND TITLE OF APPROVING OFFICIAL (type or print)	SIGNATURE	DATE SIGNED